

APPENDIX A

| Document Name (Navigator Item) | Type | Description | Stage | Step |
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| SEPG Project Plan | Template | The SEPG Project Plan serves as a guideline for defining, measuring, and monitoring commitment to quality by all team members on a project. It also identifies the key project roles, responsibilities, and personnel, and houses the project organization chart. | Process | Plan SEPG Project Execution |
| | | | Process | Organize SEPG Project Resources |
| | | | Process | Control SEPG Project Work |
| Decision Analysis and Resolution Reference Document | Reference Document | The Decision Analysis and Resolution (DAR) reference document defines DAR and its value, explains the purpose of DAR, identifies typical decisions requiring DAR, describes DAR techniques and artifacts, and provides guidelines for selecting the appropriate DAR technique. It also specifically outlines the process that all projects must follow when performing DAR. In addition, the DAR reference document informs project teams of the various resources available for resolving and analyzing project decisions during all phases of an organization's application lifecycle. Included are sample artifacts that may be created when using DAR. | Process | Plan SEPG Project Execution |
| SEPG Work Plan | Template | The SEPG Work Plan describes the key deliverables to be produced, the activities to be performed, the estimated effort required, key completion dates. They are produced at the project planning time: either at the end of a preceding phase of work, or during the project definition process. This will be the basis for the project's approach and staffing requirements. | Process | Plan SEPG Project Execution |
| | | | Process | Control SEPG Project Work |

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| Communication and Sponsorship Toolkit | Reference Document | The Communication and Sponsorship Plan Toolkit documents the instructions and areas of consideration for the Communication and Sponsorship Plan. The Communication and Sponsorship Plan serves as a guide to the communication and sponsorship efforts throughout the duration of the project. | Process | Plan SEPG Project Execution |
| Communication and Sponsorship Plan | Template and Sample | The Communication and Sponsorship Plan serves as a guide to the communication and sponsorship efforts throughout the duration of the project. It is a living and working document and should be updated periodically as audience needs change. | Process | Plan SEPG Project Execution |
| | | | Process | Control SEPG Project Work |
| Configuration Management Plan | Template | The Configuration Management Plan applies to all information systems and related system engineering activities that might affect the achievement of a project's effort. This would include hardware, software, and documentation. In particular, the focus of this plan is on the enterprise perspective of configuration management. This plan identifies the need for a configuration management function that will maintain focus on the overall technical and functional objectives of the program. This enterprise configuration management function will also provide the continuous guidance needed to support the delivery of targeted business capabilities. Implementing a configuration management structure will provide senior management with oversight ability. | Process | Plan SEPG Project Execution |
| | | | Process | Control SEPG Project Work |
| Risk Management Plan | Template | The purpose of Risk Management Planning is to focus attention on minimizing threats in the achievement of project objectives. It will provide a systematic approach for identifying and assessing risks, determining cost-effective risk reductions, and monitoring and reporting progress in reducing risk. All projects must perform risk planning in order to achieve Risk Management Planning objectives. Large projects should create a formal Risk Management Plan, but smaller projects need only to incorporate their risk planning into the Project Plan. | Process | Plan SEPG Project Execution |
| | | | Process | Control SEPG Project Work |

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| Training Needs Matrix | Template | The Training Needs Matrix lists the required training by role on a project, and describes the format of each training. It is used as a guide in identifying training needs, and as a tracking mechanism to ensure that project team members receive the necessary training required to fulfill their roles. | Process | Plan Project Execution |
| | | | Process | Organize Project Resources |
| | | | Process | Control SEPG Project Work |
| Orientation Binder | Template | The Orientation Binder acts as a key source of information for a new team member. The topics and information provided within the binder will help the new member get acquainted with the project's purpose, administrative processes and programs. Projects are required to create physical binders to hold the information outlined in the orientation binder template and must update the Orientation Binder with applicable project information. | Process | Organize SEPG Project Resources |
| SEPG Processes & Policies Table of Contents | Template | The SEPG Project Processes & Policies Table of Contents documents the project's formalized policies, standards, and processes. It also indicates the policies, standards, and processes that the project is required to develop. | Process | Organize SEPG Project Resources |
| Project Processes & Policies | Template | This Project Processes & Policies document is used to record standards and procedures that are specific to a project. Such documents would include the Issue Tracking Process, Risk Tracking Process, New Process Definition Process, all development and testing procedures, etc. See attached samples as a starting point for developing project-specific processes. | Process | Organize SEPG Project Resources |
| Training Needs Matrix (shaded for update) | Template | See first occurrence of Navigator Item. | See first occurrence of Navigator Item. | See first occurrence of Navigator Item. |
| CMMI Awareness Training | Training | The CMMI Awareness Training is a presentation designed to help training attendees understand the CMMI framework and its benefits, understand CMMI Level 2 concepts and examples, and understand CMMI Level 3 concepts and examples. This Training pertains to the Capability Maturity Model - Integrated (CMMI) framework. CMM in a Box is based on the CMMI framework. | Process | Organize SEPG Project Resources |

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| CMMI Awareness for Sponsors Training | Training | The CMMI Awareness for Sponsors Training is a presentation designed to help sponsors understand the CMMI framework and its benefits, understand CMMI Level 2 concepts and examples, and understand CMMI Level 3 concepts and examples. | Process | Organize SEPG Project Resources |
| SEPG Overview Training | Training | The SEPG Program Overview is a brief presentation designed to help the training attendees understand CMMI and why it is important to the organization as well as understand how the SEPG supports the CMMI. | Process | Organize SEPG Project Resources |
| Quality Reviews Training | Training | The Quality Reviews Training provides attendees with a definition and purpose for the Software Quality Assurance and Peer Reviews. The training will help to better understand the importance of Quality Reviews, the process to carry out each Quality Review, and understand the roles and responsibilities for each Quality Review. Contact Resources are included to provide more information for attendees. | Process | Organize SEPG Project Resources |
| Metrics Training | Training | The Metrics Training will help projects to implement metrics. | Process | Organize SEPG Project Resources |
| Document Repository Overview | Reference Document | The Document Repository Overview defines a document repository, outlines its purpose, and provides guidance in choosing a document repository for your project/organization. The Document Repository Overview should be utilized when selecting a document repository. | Process | Organize SEPG Project Resources |
| Issues | Tool | Issue Management is the process of recording, tracking and resolving issues that are impacting the project. Issues are generally problems that involve a significant choice between two or more alternatives for an event that is happening now. Projects should track at minimum the nature of the issue, the impact, priority, status and resolution. | All Stages | All Task Packages |

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| Risks | Tool | Risk Management is the process of recording, tracking, and mitigating risks that may result in issues that affect the project. Risks are situations that could occur and if they do, they would have a significant impact on the project. Projects should track at minimum the nature of the risk, the impact, mitigation approach and final outcome. | All Stages | All Task Packages |
| SIRs/CRs | Tool | Incident Management is the process of recording, tracking and resolving incidents that impact the project. Incidents include system investigation requests (SIRs) and change requests (CRs). Projects should track at minimum the nature of the incident, the impact, priority, status and resolution. | All Stages | All Task Packages |
| Agenda/Minutes | Template | The Meeting Minutes/Agenda documents the purpose and content of a meeting, as well as any key meeting outcomes and action items. | Process | Control SEPG Project Work |
| Individual and/or Team Status Reports | Template | Individual and/or Team Status Reports contain status information from each team member, or for the entire team. This will list accomplishments for the week, tasks for next week, issues, and other information that may be appropriate for status communication. | Process | Control SEPG Project Work |
| Project Status Reports | Template | The Project Status Report summarizes project status and reports on project metrics, key milestones, effort, issues and risks. | Process | Control SEPG Project Work |
| Configuration Management Status Report | Template | The Configuration Management Status Report presents a high-level status of CM activities to project management. The Configuration Management status must be reported to project management on a periodic basis as established in the Configuration Management Plan. | Process | Control SEPG Project Work |

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| SEPG Project Plan (shaded for update) | Template | See first occurrence of Navigator Item at the Process Plan and Organize SEPG Stage. | See first occurrence of Navigator Item at the Process Plan and Organize SEPG Stage. | See first occurrence of Navigator Item at the Process Plan and Organize SEPG Stage. |
| SEPG Work Plan (shaded for update) | Template | See first occurrence of Navigator Item at the Process Plan and Organize SEPG Stage. | See first occurrence of Navigator Item at the Process Plan and Organize SEPG Stage. | See first occurrence of Navigator Item at the Process Plan and Organize SEPG Stage. |
| Communication and Sponsorship Plan (shaded for update) | Template | See first occurrence of Navigator Item at the Process Plan and Organize SEPG Stage. | See first occurrence of Navigator Item at the Process Plan and Organize SEPG Stage. | See first occurrence of Navigator Item at the Process Plan and Organize SEPG Stage. |

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| Risk Management Plan (shaded for update) | Template | See first occurrence of Navigator Item at the Process Plan and Organize SEPG Stage. | See first occurrence of Navigator Item at the Process Plan and Organize SEPG Stage. | See first occurrence of Navigator Item at the Process Plan and Organize SEPG Stage. |
| Configuration Management Plan (shaded for update) | Template | See first occurrence of Navigator Item at the Process Plan and Organize SEPG Stage. | See first occurrence of Navigator Item at the Process Plan and Organize SEPG Stage. | See first occurrence of Navigator Item at the Process Plan and Organize SEPG Stage. |
| Training Needs Matrix (shaded for update) | Template | See first occurrence of Document at the Process Plan and Organize SEPG Stage. | See first occurrence of Navigator Item at the Process Plan and Organize SEPG Stage. | See first occurrence of Navigator Item at the Process Plan and Organize SEPG Stage. |

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| Service Level Agreement | Reference Document | The purpose of this Service Level Agreement is to define the service level and communication requirements between a project and the Software Engineering Process Group (SEPG). This document is presented to the project manager who must agree to and sign before a substantive SEPG support commences. The SEPG will distribute a copy of the Service Level Agreement to the Engagement Partner, while it is the responsibility of the Project Manager to distribute/educate project team members on the contents. The Service Level Agreement provides an overview of estimated time commitments to support execution of SEPG efforts. | Process | Rollout & Support Projects |
| Tailoring & Waiver Request | Reference Document | The Tailoring & Waiver Request template provides guidance on how a project can tailor the methodology to better suit their needs. It includes guidelines on policy, process, deliverable, and tool tailoring. After reviewing the guidelines, if your project determines that a waiver request form is required, please complete the waiver request form using the "Compose Deliverable" option above. | Process | Rollout & Support Projects |
| Metrics Workbook | Reference Document | The Project Metrics Workbook template is used as a central repository for the metrics required by the Project Team. The project must complete the Metrics Workbook on a monthly basis and submit it to the SEPG team lead. The Metrics Plan outlines the overall metrics program and provides detailed explanations for each metric included in the Metrics Workbook. | Process | Rollout & Support Projects |
| Metrics Plan | Reference Document | The Metrics Plan describes the overall approach for identifying, collecting, and analyzing delivery metrics. Projects must use this document to plan for their metrics. | Process | Rollout & Support Projects |
| Project Management Review Tool | Template | The purpose of the document is to provide information on how to demonstrate each best practice by KPA (Key Process Area). It includes references to templates, job aids and samples deliverables. | Process | Rollout & Support Projects |
| | | | Project Management | Plan Project Execution |

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| Closing Memo | Reference Document | This memo is used to communicate and summarize the project. This memo should include project results, pertinent project metrics including schedule and budget plan versus actual, project successes, and project shortcomings. | Process | Rollout & Support Projects |
| SQA Debrief | Reference Document | The Software Quality Assurance (SQA) Debrief is conducted at the end of the project. During this meeting, the Software Engineering Process Group (SEPG) project manager gathers metrics on the effectiveness of the SQA process for the project and discusses "lessons learned" with project management executives. The results of the SQA Debrief are used to continuously improve the SQA process, methodology and tools. | Process | Rollout & Support Projects |
| Super SQA Training | Training | The Super SQA Reviewer Training is a presentation designed to help the SQA Reviewer trainee understand and articulate the Super SQA Process, understand the roles and responsibilities involved in a Super SQA Review, and be able to participate in a Super SQA Review. | Process | Conduct Super SQA Review |
| SQA Report | Template | The Software Quality Assurance (SQA) Report lists deviations in standard processes and deliverables as listed on the CMM Best Practices matrix. The SQA Reviewer produces this document as a result of the SQA review. | Process | Conduct Super SQA Review |
| Maturity Questionnaire | Sample | The Software Maturity Questionnaire is a detailed questionnaire to identify respondents, their background information, and to assess the project's maturity level based on responses to questions pertaining to key process areas within the maturity level. | Process | Conduct Assessment |

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| Schedule | Sample | This document can be used as a template to create the Assessment Schedule for the period that the assessors are on the project site, the on-site period (OSP), usually last 5 – 10 days. Prior to the assessment, a series of training, interviews, documentation review, and consolidation sessions will need to be conducted so that the assessment team can map the existing management and development processes back to the Capability Maturity Model – Integrated (CMMI). This schedule sample outlines a generic OSP agenda. | Process | Conduct Assessment |
| Logistics | Sample | The Logistics Sample document can be modified to create a logistics checklist for the organization's assessment. It includes room booking, acquiring necessary equipment, catering, accommodations, and building access information. | Process | Conduct Assessment |
| Participant List | Sample | This sample participant list can be used as a guide in developing a participant list for the organization's assessment. | Process | Conduct Assessment |
| Assessment Preparation Training | Sample | The Assessment Preparation Training Sample provides an outline that includes the Assessment Purpose & Overview, Roles & Responsibilities, Interviews Do's & Don'ts, Process Assets, Interview Questions, Schedule Logistics, and Questions. | Process | Conduct Assessment |
| Participant Information Sample | Sample | The purpose of the Participant Information Sheet is to set expectations of the assessment participants as they prepare for the assessment process. | Process | Conduct Assessment |
| Mini-Appraisal Plan | Template | The purpose of this plan is to outline the of a mini-appraisal process for the organization. This plan documents the goals, objectives, expected outcomes, scope, participants, schedule, and logistics of the evaluation. It also specifies the tailoring of the Standard CMMI Assessment Method for Process Improvement method for the purposes of the mini-appraisal. | Process | Conduct Assessment |

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| Process Improvement Survey | Reference Document | The Process Improvement Survey should be distributed to all participants to gather information regarding their experience with the Software Engineering Process Group (SEPG). The information gathered from this survey should be used as an input in improving the processes of the Software Process Engineering Group. | Process | Conduct Quarterly Survey |
| Organizational Design & Development Toolkit | Reference Document | The purpose of the Organization Design and Development (OD&D) Toolkit is to help create, modify, and/or develop organization structures to meet internal and external needs. Depending on the scope of the organization design and development initiative, some or all of the information can be used to facilitate the initiative. The steps within the toolkit provide guidance in planning, designing, and implementing organization design changes. This toolkit includes detailed information for each step of organization design and development. The appendices to the OD&D Toolkit contain sample deliverables and/or templates for many of the steps. Use the templates/samples as a starting point for your own documents. | Personnel | Identify Organization Strategy |
| | | | Personnel | Conduct Organization Assessment |
| | | | Personnel | Design Organization Infrastructure |
| | | | Personnel | Verify and Validate Organization Structure |
| | | | Personnel | Design Performance Management Infrastructure |
| | | | Personnel | Determine Organization Infrastructure Mobilization Approach |
| Core Competencies | Template | The Core Competencies document lists sample core competencies that will be developed as part of the Organization Design and Development process. A competency is a cluster of related knowledge, skills, and other attributes/abilities associated with high performance on a job. Below is a list of sample competencies. For more information about competencies, see the Organization Design and Development Toolkit. | Personnel | Determine Organization Infrastructure Mobilization Approach |

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| Guiding Principles | Template | The Guiding Principles should be produced through discussions with members of the organization to reflect the current operation model, organizational values and norms, and business strategies. These guiding principles should be used as guidelines. Think of them as tips on how to ensure that the organization infrastructure design is consistent with the intent of the organization strategy. The guiding principles can be a general list or broken into broad categories. | Personnel | Determine Organization Infrastructure Mobilization Approach |
| Organizational Design & Development Toolkit | Reference Document | See first occurrence of Navigator Item in Identify Organization Strategy. | See first occurrence of Navigator Item in Identify Organization Strategy. | See first occurrence of Navigator Item in Identify Organization Strategy. |
| Gap Analysis | Template | The Gap Analysis worksheet is a table used to capture the gap between the current assessment and the desired organization. | Personnel | Conduct Organization Assessment |
| Organizational Design & Development Toolkit | Reference Document | See first occurrence of Navigator Item in Identify Organization Strategy. | See first occurrence of Navigator Item in Identify Organization Strategy. | See first occurrence of Navigator Item in Identify Organization Strategy. |

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| Competency Model | Template | The Competency Model begins with the Competency Model Name module with the name of the Team Lead. The next module, Team Lead Competency Model, contains a table that illustrates the competencies associated with the "team lead" career field, the competency definitions, and the required proficiency levels for all competencies. The last module, Proficiency Scale, contains a table that illustrates the proficiency level and corresponding behavioral indicators for the problem-solving competency. | Personnel | Design Organization Infrastructure |
| Role Description | Template | The purpose of this document is to aid in the process of role design that consists of arranging tasks that make up a role in order to maximize the contribution the role makes to the business processes and the agency. Role descriptions should be written concurrently with the design of the competency model. More information about role design can be found in the Organization Design and Development Toolkit. | Personnel | Design Organization Infrastructure |
| Preliminary Job Description | Template | A job is a group of related roles that defines an individual's place within the organization. The organization design initiative is only tasked with creating the preliminary job description. The final job description will be developed by the offices after implementation based on the level of the employees assigned to each position. Job descriptions should be written concurrently with the design of the competency model. More information about role design can be found in the Organization Design and Development Toolkit. | Personnel | Design Organization Infrastructure |

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| Sample Organization Structures | Sample | This sample document outlines the different Organizational Structure Types and provides samples of each. These include Functional, Process, Product, Matrix, and Customer/Industry-focused. | Personnel | Design Organization Infrastructure |
| Organizational Design & Development Toolkit | Reference Document | See first occurrence of Navigator Item in Identify Organization Strategy. | See first occurrence of Navigator Item in Identify Organization Strategy. | See first occurrence of Navigator Item in Identify Organization Strategy. |
| Competency Model (shaded for update) | Template | See first occurrence of Navigator Item in Design Organization Infrastructure. | See first occurrence of Navigator Item in Design Organization Infrastructure. | See first occurrence of Navigator Item in Design Organization Infrastructure. |
| Role Description (shaded for update) | Template | See first occurrence of Navigator Item in Design Organization Infrastructure. | See first occurrence of Navigator Item in Design Organization Infrastructure. | See first occurrence of Navigator Item in Design Organization Infrastructure. |
| Preliminary Job Description (shaded for update) | Template | See first occurrence of Navigator Item in Design Organization Infrastructure. | See first occurrence of Navigator Item in Design Organization Infrastructure. | See first occurrence of Navigator Item in Design Organization Infrastructure. |
| Organizational Design & Development Toolkit | Reference Document | See first occurrence of Navigator Item in Identify Organization Strategy. | See first occurrence of Navigator Item in Identify Organization Strategy. | See first occurrence of Navigator Item in Identify Organization Strategy. |

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| Performance Measurement Toolkit | Toolkit | The purpose of the Performance Measurement (PM) Toolkit is to assist the organization in formulating a performance measurement process to develop goals, measures, and targets of performance that link to the strategic vision, mission, and overall business objectives of the organization. The Performance Measurement Toolkit does not apply to individual measurement. Please refer to the Organization Design and Development Toolkit for more information on individual performance measurement tools and processes. | Personnel | Design Performance Management Infrastructure |
| Organizational Design & Development Toolkit | Reference Document | See first occurrence of Navigator Item in Identify Organization Strategy. | See first occurrence of Navigator Item in Identify Organization Strategy. | See first occurrence of Navigator Item in Identify Organization Strategy. |
| Training Toolkit | Reference Document | The Training Toolkit will help plan and deliver training to the audience(s) who will use newly identified processes. This will help people to perform their roles effectively and efficiently. The training task for each new initiative is a critical component of preparing employees for change. The Training Toolkit is intended to provide guidance on developing training to “get people started” and to explain “what’s new and different”—NOT for developing ongoing training. It is not intended to provide guidance on creating continuing training programs in the organization, even if a need for such training is identified. This toolkit can be used to create short-term, one-time training on the newly defined process(es). | Personnel | Conduct Training Needs Analysis |
| | | | Personnel | Develop Training Plan |
| | | | Personnel | Design Training |
| | | | Personnel | Develop Training |
| | | | Personnel | Deliver Training |
| | | | Personnel | Provide Post-Implementation Support |
| Training Needs Analysis | Template | The Training Needs Analysis course is used to prepare instructors for the needs of affected training audiences. It includes a high level training needs analysis by audience or group and a more detailed analysis for individuals. | Personnel | Conduct Training Needs Analysis |

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| Training Toolkit | Template | See first occurrence of Navigator Item in Conduct Training Needs Analysis. | See first occurrence of Navigator Item in Conduct Training Needs Analysis. | See first occurrence of Navigator Item in Conduct Training Needs Analysis. |
| Training Plan | Template | The Training Plan course is used to prepare instructors how to teach a particular course. It includes training approach, course curriculum, and module descriptions. | Personnel | Develop Training Plan |
| Training Toolkit | Template | See first occurrence of Navigator Item in Conduct Training Needs Analysis. | See first occurrence of Navigator Item in Conduct Training Needs Analysis. | See first occurrence of Navigator Item in Conduct Training Needs Analysis. |
| Training Development Standards | Template | The purpose of the Training Development Standards is to ensure that training materials are created with consistent instructional design and development principles and techniques. This consistent "look and feel" promotes effective learning for training participants. | Personnel | Design Training |
| Instructor Guide | Template | The Instructor Guide is used to prepare instructors to teach a particular course. It includes a course overview containing objectives, prerequisites, and topic timing. The template is organized in modules that walk the instructor through entire course agenda along with instructor notes. | Personnel | Design Training |
| Participant Guide | Template | The Participant Guide is used to provide participants with the agenda and presentation information for the course without the instructor notes. | Personnel | Design Training |
| Training Toolkit | Template | See first occurrence of Navigator Item in Conduct Training Needs Analysis. | See first occurrence of Navigator Item in Conduct Training Needs Analysis. | See first occurrence of Navigator Item in Conduct Training Needs Analysis. |

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| Train-the-Trainer Course Description | Template | The Train-the-Trainer course is used to prepare instructors to teach a particular course. The Course Description defines the objectives, pre-requisites, expectations, length, and agenda for the training course. | Personnel | Develop Training |
| Training Development Standards (shaded for update) | Template | See first occurrence of Navigator Item in Design Training. | See first occurrence of Navigator Item in Design Training. | See first occurrence of Navigator Item in Design Training. |
| Instructor Guide (shaded for update) | Template | See first occurrence of Navigator Item in Design Training. | See first occurrence of Navigator Item in Design Training. | See first occurrence of Navigator Item in Design Training. |
| Participant Guide (shaded for update) | Template | See first occurrence of Navigator Item in Design Training. | See first occurrence of Navigator Item in Design Training. | See first occurrence of Navigator Item in Design Training. |
| Sign In Sheet | Template | The Sign-In Sheet document can be used to record training attendee information. This document should be used in conjunction with the Develop Training section of the Training Toolkit. Reference the Develop Training section of the Training Toolkit for additional background information regarding the Sign-In Sheet. | Personnel | Develop Training |
| Course Evaluation | Template | The Course Evaluation document should be used by training attendees who are expected to complete this evaluation at the end of each training session. This document should be used in conjunction with the Develop Training section of the Training Toolkit. Reference the Develop Training section of the Training Toolkit for additional background information regarding the Course Evaluation. | Personnel | Develop Training |
| Training Toolkit | Template | See first occurrence of Navigator Item in Conduct Training Needs Analysis. | See first occurrence of Navigator Item in Conduct Training Needs Analysis. | See first occurrence of Navigator Item in Conduct Training Needs Analysis. |

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| Training Toolkit | Template | See first occurrence of Navigator Item in Conduct Training Needs Analysis. | See first occurrence of Navigator Item in Conduct Training Needs Analysis. | See first occurrence of Navigator Item in Conduct Training Needs Analysis. |
| Program Business Case Approach | Reference | The objective of the Program Business Case Approach is to define the process for identifying, estimating, documenting, and submitting project initiatives for the upcoming year. First, it defines the process by which the next year's projects are identified. Second, it defines a process to ensure that all costs and benefits associated with the implementation of projects are estimated in a consistent manner. Third, it defines a process to ensure that all business cases are documented and in a consistent manner that allows ease of comparison across projects. And last, it defines the processes for reviewing and submitting the business cases. This process is applicable to all programs and subordinate projects. | Program Management | Justify Program |
| Program Business Case | Template and Sample | The Program Business Case is to be used in conjunction with the Program Business Case Approach and the Program Business Case Sample. This document is to be used as a template for building a business case while the Program Business Case Sample document provides an example of what the actual Business Case should look like. This document should be used if the organization does not have an existing and well-defined Business Case. In cases where a Business Case already exists, use the existing document. | Program Management | Justify Program |
| | | | Program Management | Control Program Work |

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| Program Management Approach | Reference Document | The Program Management Approach reference document describes the various organizational approaches that can be used when operating the program office. This document also identifies the key processes, initiation and start-up activities, deliverables, and general responsibilities of a program office. This document should be used for guidance when developing the Program Plan. | Program Management | Plan Program Execution |
| | | | Program Management | Organize Program Resources |
| | | | Program Management | Control Program Work |
| | | | Program Management | Complete Program |
| Program Plan | Template | The Program Plan defines the overall management approach and processes for running the program. Written during the planning phase, this document serves as a roadmap for running the program. It includes all major management functions such as program organization, quality, metrics, and reporting. | Program Management | Plan Program Execution |
| | | | Program Management | Organize Program Resources |
| | | | Program Management | Control Program Work |
| Program Performance Reporting Approach | Reference | Performance Reporting involves the assessment and documentation of the overall program and each project's performance and progress against the plan. Project status reporting and team member time reporting are critical functions within this process. The purpose of this deliverable is to develop the Performance Reporting process and to record any future changes in direction, scope, or timeframes. | Program Management | Plan Program Execution |
| Program Financial Management Plan | Template | This document defines the financial controls and processes for the program, including financial management and reporting. | Program Management | Plan Program Execution |

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| Program Resource Request | Template | The purpose of the Program Resource Request is to outline the process by which to request resources for a program. This includes request specifications, role and responsibilities requirements, resource preparation, and request approval. When completing the Performance Resource Request, the Program Manager should review the Program Management Approach for input into the request process. | Program Management | Organize Program Resources |
| Program Plan (shaded for update) | Template | See first occurrence of Navigation Item. | See first occurrence of Navigation Item. | See first occurrence of Navigation Item. |
| Program Management Approach | Reference | See first occurrence of Navigation Item. | See first occurrence of Navigation Item. | See first occurrence of Navigation Item. |
| Program Resource Management Plan (shaded for update) | Template | See first occurrence of Navigation Item. | See first occurrence of Navigation Item. | See first occurrence of Navigation Item. |
| Program Business Case (shaded for update) | Template | See first occurrence of Navigation Item. | See first occurrence of Navigation Item. | See first occurrence of Navigation Item. |
| Program Plan (shaded for update) | Template | See first occurrence of Navigation Item. | See first occurrence of Navigation Item. | See first occurrence of Navigation Item. |
| Program Management Approach | Reference | See first occurrence of Navigation Item. | See first occurrence of Navigation Item. | See first occurrence of Navigation Item. |
| Program Closeout Report | Template | The Program Closeout Report documents the closure of the program. It includes details of the final disposition of all human and physical resources and describes the archived location of all historical program records that are captured. | Program Management | Complete Program |

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| Service Level Agreement | Template | The purpose of this Service Level Agreement is to define the service level and communication requirements between a project and the Software Engineering Process Group (SEPG). This document is presented to the project manager who must agree to and sign before a substantive SEPG support commences. The SEPG will distribute a copy of the Service Level Agreement to the Engagement Partner, while it is the responsibility of the Project Manager to distribute/educate project team members on the contents. The Service Level Agreement provides an overview of estimated time commitments to support execution of SEPG efforts. | Project Management | Plan Project Execution |
| Best Practices Matrix | Reference Document | The purpose of the document is to provide information on how to demonstrate each best practice by KPA (Key Process Area). It includes references to templates, job aids and samples deliverables. | Project Management | Plan Project Execution |
| Tailoring & Waiver Request | Template | The Waiver Request and Tailoring template provides guidance on how a project can tailor the methodology to better suit their needs. It includes guidelines on policy, process, deliverable, and tool tailoring. After reviewing the guidelines, if your project determines that a waiver request form is required, please complete the waiver request form using the "Compose Deliverable" option above. | Project Management | Plan Project Execution |
| Metrics Plan | Reference Document | The Metrics Plan describes the overall approach for identifying, collecting, and analyzing delivery metrics. Projects must use this document to plan for their metrics. | Project Management | Plan Project Execution |
| Project Plan | Template | The Project Plan serves as a guideline for defining, measuring, and monitoring commitment to quality by all team members on a project. It also identifies the key project roles, responsibilities, and personnel, and houses the project organization chart. | Project Management | Plan Project Execution |
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| Decision Analysis and Resolution | Reference Document | The Decision Analysis and Resolution (DAR) reference document defines DAR and its value, explains the purpose of DAR, identifies typical decisions requiring DAR, describes DAR techniques and artifacts, and provides guidelines for selecting the appropriate DAR technique. It also specifically outlines the process that all projects must follow when performing DAR. In addition, the DAR reference document informs project teams of the various resources available for resolving and analyzing project decisions during all phases of an organization's application lifecycle. | Project Management | Plan Project Execution |
| Work Plan | Template | The Work Plan describe the key deliverables to be produced, the activities to be performed, the estimated effort required, key completion dates. They are produced at the project planning time: either at the end of a preceding phase of work, or during the project definition process. This will be the basis for the project's approach and staffing requirements. | Project Management | Plan Project Execution |
| | | | Project Management | Organize Subcontractor Management Resources |
| Communication and Sponsorship Toolkit | Reference Document | The Communication and Sponsorship Plan serves as a guide to the communication and sponsorship efforts throughout the duration of the project. It is a living and working document and should be updated periodically as audience needs change. The Communication and Sponsorship Plan Toolkit documents the instructions and areas of consideration for the Communication and Sponsorship Plan. | Project Management | Plan Project Execution |
| Communication and Sponsorship Plan | Template and Sample | The Communication and Sponsorship Plan serves as a guide to the communication and sponsorship efforts throughout the duration of the project. It is a living and working document and should be updated periodically as audience needs change. | Project Management | Plan Project Execution |

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| Estimating Worksheet | Sample | The estimating process applies the cost factors against the tailored work plan to produce an estimate of the effort that will be required for a project. The project's overall complexity can also inflate or deflate the project's estimate. This process involves determining the project's complexity, determining the factor values, and applying these values to determine the final estimated project costs in dollars and days. Upon completing a project, the estimating worksheet sheet should be updated based on the actuals that were tracked. This will allow future estimates to be more accurate. | Project Management | Plan Project Execution |
| Configuration Management Plan | Template | The Configuration Management Plan applies to all information systems and related system engineering activities that might affect the achievement of a project's effort. This would include hardware, software (COTS and/or custom), and documentation. In particular, the focus of this plan is on the enterprise perspective of configuration management. This plan identifies the need for a configuration management function that will maintain focus on the overall technical and functional objectives of the program. This enterprise configuration management function will also provide the continuous guidance needed to support the delivery of targeted business capabilities. Implementing a configuration management structure will provide senior management with oversight ability. | Project Management | Plan Project Execution |
| Risk Management Plan | Template | The purpose of Risk Management Planning is to focus attention on minimizing threats in the achievement of project objectives. It will provide a systematic approach for identifying and assessing risks, determining cost-effective risk reductions, and monitoring and reporting progress in reducing risk. All projects must perform risk planning in order to achieve Risk Management Planning objectives. Large projects should create a formal Risk Management Plan, but smaller projects need only to incorporate their risk planning into the Project Plan. | Project Management | Plan Project Execution |

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| Risks | | Risk Management is the process of recording, tracking, and mitigating risks that may result in issues that affect the project. Risks are situations that could occur and if they do, they would have a significant impact on the project. Projects should track at minimum the nature of the risk, the impact, mitigation approach and final outcome. | All Stages | All Task Packages |
| Agenda/Minutes | Template | The Meeting Minutes/Agenda documents the purpose and content of a meeting, as well as any key meeting outcomes and action items. | Project Management | Control Project Work |
| Individual and/or Team Status Reports | Template | This contains status information from each team member, or for the entire team. This will list accomplishments for the week, tasks for next week, issues, and other information that may be appropriate for status communication. | Project Management | Control Project Work |
| Project Status Reports | Template | The Project Status Report summarizes project status and reports on project metrics, key milestones, effort, issues and risks. | Project Management | Control Project Work |
| Configuration Management Status Report | Template | The Configuration Management Status Report presents a high-level status of CM activities to project management. The CM status must be reported to project management on a periodic basis as established in the CM Plan. | Project Management | Control Project Work |
| Training Needs Matrix (shaded for update) | Template | See first occurrence of Navigator Item. | See first occurrence of Navigator Item. | See first occurrence of Navigator Item. |
| Requirements Traceability Matrix (shaded for update) | Template | See first occurrence of Navigator Item at the Analysis Stage. | See first occurrence of Navigator Item at the Analysis Stage. | See first occurrence of Navigator Item at the Analysis Stage. |
| Configuration Audits | Template | The Configuration Audit Template is used to document the conduct of a configuration audit and record the discrepancies and the corrective actions for those discrepancies. The three main components of the audit template describe the project information, lists the components audited, and lists the findings resulting from the audit. All discrepancies must be resolved or answered prior to establishing a new baseline and before the audit can be called complete. Completing the additional comments and issues to consider during next audit sections will prove beneficial in clarifying the table entries. | Project Management | Control Project Work |

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| Metrics Workbook (Shaded for Update) | Template | See first occurrence of Navigator Item. | See first occurrence of Navigator Item. | See first occurrence of Navigator Item. |
| Project Plan (shaded for update) | Template | See first occurrence of navigator item. | See first occurrence of navigator item. | See first occurrence of navigator item. |
| Closing Memo | Template | This memo is used to communicate and summarize the project. This memo should include project results, pertinent project metrics including schedule and budget plan versus actual, project successes, and project shortcomings. | Project Management | Complete Project |
| | | | Project Management | Complete Subcontractor Management |
| | | | Project Management | Complete Product Acquisition |
| Metrics Workbook (Shaded for Update) | Template | See first occurrence of Navigator Item. | See first occurrence of Navigator Item. | See first occurrence of Navigator Item. |
| SQA Report & Project Response | Template | The Software Quality Assurance (SQA) Report lists deviations in standard processes and deliverables as listed on the CMM Best Practices matrix. The SQA Reviewer produces this document as a result of the SQA review. | Project Management | SQA Review Execution |
| Business Case | Template | The Business Case provides economic justification for the change journey and for each program within the change journey. The Business Case explains why the sponsoring organization must change, what value it receives by changing, and what steps are necessary for a successful change. The Business Case addresses three main components: (1) business context and change imperatives, (2) value impact analysis, and (3) change journey. | Analysis | Define Business Case |
| Current Business Assessment | Template | The Current Business Assessment allows for reviewing of the existing system. This makes it possible to identify potential reusable components, required interfaces, and eventually the scope of the required application and its supporting network. | Analysis | Requirements Development & Analysis |

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| Business and User Requirements | Template | The Business and User Requirements document outlines the requirements for design in a structured, top-down manner. The objective is to describe "what needs to be done and/or achieved" and includes general information about the proposed solution, business rules, functions, process flows, and the requirements themselves. This document should map to the application interface requirements and ultimately to the requirements traceability matrix. | Analysis | Requirements Development & Analysis |
| | | | Analysis | Assess Deployment Environment |
| New Business Assessment | Template | The New Business Assessment deliverable identifies the number of users per location that will be using the application. It is required for estimating hardware and software needs. | Analysis | Requirements Development & Analysis |
| Business and User Requirements (shaded for update) | Template | See first occurrence of Navigator Item. | See first occurrence of Navigator Item. | See first occurrence of Navigator Item. |
| Peer Review | Template | Moved to Peer Review design matrix. | Moved to Peer Review design matrix. | Moved to Peer Review design matrix. |
| Plan Delivery | Task Package | Moved to Commit design matrix. | Moved to Commit design matrix. | Moved to Commit design matrix. |
| Commit | Template | Moved to Commit design matrix. | Moved to Commit design matrix. | Moved to Commit design matrix. |
| Application and Interface Requirements | Template | The Application and Interface Requirements document describes the application and interface requirements. It is a further breakdown of the business requirements and includes: general overview of the system, operating environment, system interfaces, and references to the requirements traceability matrix. | Analysis | Identify and Analyze Application and Interface Requirements |

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| Requirements Traceability Matrix | Template | The Requirements Traceability Matrix lists requirements from stakeholders that the solution needs to fulfill. Stakeholders can include: users, customers, suppliers, other systems or client representatives. To demonstrate that all requirements are satisfied, the Requirements Traceability Matrix links requirements back to a solution component(s) or document. | Analysis | Identify and Analyze Application and Interface Requirements |
| | | | Project Management | Control Project Work |
| User and Service Level Requirements | Template | The User and Service Level Requirements document describes the users that the solution will support. It also lists the business and transaction volumes that solution must handle as well as required response times. | Design | Analyze Technology Infrastructure Requirements |
| Execution/Operations Architecture Requirements | Template | The Execution/Operations Architecture is a collection of services and control structures that support the solution. It is an intermediate layer between the application and the operating system software. The Execution/Operations Architecture Requirements deliverable lists the requirements for the execution/operations architecture. | Design | Analyze Technology Infrastructure Requirements |
| Technology Selection Matrix | Template | The Technology Selection Matrix categorizes requirements for the technology infrastructure, lists options for satisfying each requirement category and lists the recommended solution including the rationale for its selection. | Design | Analyze Technology Infrastructure Requirements |

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| Development Architecture Requirements | Template | The purpose of the development architecture is to support the tasks involved in the analysis, design, construction, and maintenance of the solution, as well as the associated management processes. The Development Architecture Requirements deliverable lists the requirements for the development architecture. | Design | Analyze Technology Infrastructure Requirements |
| Technology Infrastructure Scope | Template | The Technology Infrastructure Scope consists of a graphical representation of the scope of the technology infrastructure. It depicts the technology components that make up technology infrastructure and will ultimately support the solution, including links to external systems and peripherals. | Design | Analyze Technology Infrastructure Requirements |
| Technology Blueprint | Template | The Technology Blueprint provides a high-level view of the technical infrastructure necessary to enable the business objectives. This document should outline the general design for the execution, development and operations environments. | Design | Select and Design Execution/Operations Architecture |
| | | | Design | Select and Design Development Architecture |
| Execution/Operations Architecture Component Design | Template | The Execution/Operations Architecture Component Design deliverable documents the sub-processes and interfaces necessary for a component to meet the specified requirements. The design covers custom components as well as packaged and reuse component extensions for the execution/operations architecture. A document should be created for each development architecture component deliverable. | Design | Select and Design Execution/Operations Architecture |

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| Execution/Operations Architecture Physical Model | Template | The Execution/Operations Architecture Physical Model shows the actual components comprising the execution/operations architecture and their relative location and interfaces. Interfaces across architectures should also be reflected (e.g., operations architecture interfaces to execution). Moreover, the model will depict the platforms on which the components will reside as well as the distribution across the environment. | Design | Select and Design Execution/Operations Architecture |
| Execution/Operations Architecture Test Plan | Template | The Execution/Operations Architecture Test Plan documents the specific steps in the testing process. It includes descriptions of the test processes or passes, the cycle definitions, the phase containment criteria, the use of the testing database and configuration management for version control. | Design | Select and Design Execution/Operations Architecture |
| | | | Build and Test | Build and Test Execution/Operations Architecture |
| Execution/Operations Architecture Test Conditions | Template | The Execution/Operations Architecture Test Conditions describe the conditions by which the component will be tested. The conditions map directly to the architecture requirements. | Design | Select and Design Execution/Operations Architecture |
| | | | Build and Test | Build and Test Execution/Operations Architecture |
| Execution/Operations Architecture Test Scripts | Template | The Execution/Operations Architecture Test Scripts define the steps to be followed by the testing executor to test the conditions that have been identified. The scripts are instructions that are clear, unambiguous and repeatable in manner. | Design | Select and Design Execution/Operations Architecture |
| | | | Build and Test | Build and Test Execution/Operations Architecture |

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| Execution/Operations Architecture Test Results | Template | The Execution/Operations Architecture Test Results describe the actual results of the test and any issues or lessons learned from the test effort. | Design | Select and Design Execution/Operations Architecture |
| | | | Build and Test | Build and Test Execution/Operations Architecture |
| Execution/Operations Architecture Test Data | Template | The Execution/Operations Architecture Test Data is the data used as input to test the conditions. The data is used in conjunction with the test scripts to validate that the conditions are being met accurately and as required. | Design | Select and Design Execution/Operations Architecture |
| | | | Build and Test | Build and Test Execution/Operations Architecture |
| Technology Blueprint (Shaded for update) | Template | See first occurrence of Navigator Item. | See first occurrence of Navigator Item. | See first occurrence of Navigator Item. |
| Development Architecture Component Design | Template | The Development Architecture Component Design deliverable documents the sub-processes and interfaces necessary for a component to meet the specified requirements. The design covers custom components as well as packaged and reusable component extensions for the development architecture. A document should be created for each development architecture component deliverable. | Design | Select and Design Development Architecture |
| Development Architecture Physical Model | Template | The Development Architecture Physical Model shows the actual components comprising the development architecture and their relative location and interfaces. Interfaces across architectures should also be reflected (e.g., operations architecture interfaces with development). Moreover, the model will depict the platforms on which the components will reside as well as the distribution across the environment. | Design | Select and Design Development Architecture |

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| Overall Testing Approach | Template | This Deliverable documents the various stages involved in testing. A Testing Approach consists of Test Objectives and Scope, Test Overview, Deficiency Tracking Approach, Regression Testing Approach, Test Environment, and Risk Management. | Design | Select and Design Development Architecture |
| | | | Design | Plan Testing Approach |
| Development Architecture Test Plan | Template | The Development Architecture Test Plan documents the specific steps in the testing process. It includes descriptions of the test processes or passes, the cycle definitions, the phase containment criteria, the use of the testing database and configuration management for version control. | Design | Select and Design Development Architecture |
| | | | Build and Test | Build and Test Technology Infrastructure |
| Development Architecture Test Conditions | Template | The Development Architecture Test Conditions describe the conditions by which the component will be tested. The conditions map directly to the architecture requirements. | Design | Select and Design Development Architecture |
| | | | Build and Test | Build and Test Technology Infrastructure |
| Development Architecture Test Scripts | Template | The Development Architecture Test Scripts define the steps to be followed by the testing executor to test the conditions that have been identified. The scripts are instructions that are clear, unambiguous and repeatable in manner. | Design | Select and Design Development Architecture |
| | | | Build and Test | Build and Test Technology Infrastructure |
| Development Architecture Test Results | Template | The Development Architecture Test Results describe the actual results of the test and any issues or lessons learned from the test effort. | Design | Select and Design Development Architecture |
| | | | Build and Test | Build and Test Technology Infrastructure |

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| Development Architecture Test Data | Template | The Development Architecture Test Data is the data used as input to test the conditions. The data is used in conjunction with the test scripts to validate that the conditions are being met accurately and as required. | Design | Select and Design Development Architecture |
| | | | Build and Test | Build and Test Technology Infrastructure |
| Conceptual Design | Template | The Conceptual Design deliverable, often called the operational concept, describes the key functional and interface requirements for the work product. This document addresses the design method, functional and data requirements, screen design, report design, interfaces, and data conversion at a high level. The details will be expanded later in the general design and detailed design documents. | Design | Design Application Architecture |
| General Design | Template | The General Design deliverable describes an independently compiled entity, composed of three basic components: formal parameters, local variables, and a complete body of logic. Also known as Programs, Components, or work Units, Modules are packets of grouping all the information necessary to code a portion of an application. It also provides a graphical display of the logical components of a module. Items displayed include Inputs, Outputs, Functional Description, and Interfaces. | Design | Design Application Architecture |
| Interface Agreement | Template | The Interface Agreement describes the business units or systems associated with an interface and outlines the expectations of the parties developing the various units. This deliverable addresses the handling of change requests, data exchange and control, backup and recovery requirements, error handling procedures, and provides escalation procedures in the event of a conflict. | Design | Design Application Architecture |

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| Interface Design | Template | <p>The Interface Design Approach is used to outline the process of transferring data in and out of a system. It should include the following features:</p> <p>Interface Execution - The ability to launch interface processes and record information about the processing of those interfaces.</p> <p>File Transfer - A method to transfer the file securely from sending system to receiving system.</p> <p>Error Processing - The process of capturing information about errant data or a process failure in the transfer of data.</p> <p>Restart/ Recovery - The ability to restart an interface that encountered errors during processing.</p> <p>Archiving -The storage of interface files for backup and recovery purposes.</p> | Design | Design Application Architecture |
| Assembly Test Plan | Template | <p>The Assembly Test Plan documents the specific steps in the testing process. It includes descriptions of the test processes or passes, the cycle definitions, the phase containment criteria, the use of the testing database and configuration management for version control.</p> | Design | Design Application Architecture |
| | | | Build & Test | Build and Test Application |
| Assembly Test Conditions | Template | <p>The Assembly Test Conditions describe the conditions by which the component will be tested. The conditions map directly to the application and interface requirements.</p> | Design | Design Application Architecture |
| | | | Build & Test | Build and Test Application |
| Assembly Test Scripts | Template | <p>The Assembly Test Scripts define the steps to be followed by the testing executor to test the conditions that have been identified. The scripts are instructions that are clear, unambiguous and repeatable in manner.</p> | Design | Design Application Architecture |
| | | | Build & Test | Build and Test Application |
| Assembly Test Results | Template | <p>The Assembly Test Results describe the actual results of the test and any issues or lessons learned from the test effort.</p> | Design | Design Application Architecture |
| | | | Build & Test | Build and Test Application |

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| Assembly Test Data | Template | The Assembly Test Data is the data used as input to test the conditions. The data is used in conjunction with the test scripts to validate that the conditions are being met accurately and as required. | Design | Design Application Architecture |
| | | | Build & Test | Build and Test Application |
| Logical Data Model | Tool | The first iteration of database design for a system. This model includes the entities, keys and relationships as well as a first cut at attributes. This deliverable is typically developed using data modeling tools such as ERWin or Oracle Designer. | Design | Design Database |
| Data Dictionary | Template | This document supports the logical data model and describes the entities and attributes for the logical data model. | Design | Design Database |
| Database Configuration | None | Defines the details of the actual database installation configuration including sizes and locations for databases. | Design | Design Database |
| Database Definition | Template | This document identifies a database, which makes up part of the Physical Database Design. It captures the key aspects of the database, such as the various components: tables, indexes, views, and tablespaces. Optionally, it may include description of the disk configuration, sizings, placement, and segment management strategies. Create this document as an entry point for referencing all the components that belong to this database. | Design | Design Database |
| Database Space Worksheet | Template | This document describes in detail the assumptions and formulas used to calculate the space requirements for a database. The appropriate formulas for calculating the space requirements are based on the type of database defined. In order to use document database space requirements effectively, a database expert should be consulted to obtain the appropriate formulas. | Design | Design Database |

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| Database to File Mapping | Template | The Database to File System Mapping document defines the sizing estimates for application data as well as for the database components that facilitate rollback and recovery activities. This document is a component of a Physical Database Design. Use this document when designing the physical space considerations for the database. This document should also be used when planning and executing the technical infrastructure product test and the application product test to monitor and optimize system performance. | Design | Design Database |
| Relational Index Definition | Template | This document defines the physical index that provides an access path onto a relational table. It defines the columns that constitute the access path. For all applications using relational databases, use the Relational Index Definition deliverable to describe the characteristics of an index of the table. This document is typically created by a Technical Analyst or Database Administrator (DBA) or Data Administrator (DA). | Design | Design Database |
| Tablespace Definition | Template | This document describes the rationale for the physical database design by defining the Tablespace of this database and should give context to the database so technical staff can understand the database design. Use this template to document Tables. Additional information to document: Physical Storage Strategy, Data Partitioning Strategy, Freespace Strategy, and Locking Strategy. | Design | Design Database |

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| Conversion Approach | Template | The Conversion Process outlines the approach to executing both the data conversion and the system rollout. A summary of the functionality to be delivered, the strategies and timelines for delivering that functionality, and the impacts to the organization will outline the rollout segment. Data conversion will be covered by identifying what data needs to be converted, along with outlining the procedures that will be followed in converting that data and the controls that will be in place to ensure the quality and continuity of the data conversion. Finally, any risks and/or assumptions that may impact the conversion approach will be identified along with mitigation strategies and contingency plans for each. | Design | Design Database |
| Conversion Mapping | Template | This deliverable will identify which source system fields(s) will be used to populate target system field(s). Any logic used to translate or reformat source system information into target system information will also be included. | Design | Design Database |
| Overall Testing Approach (shaded for update) | Template | See first occurrence of Navigator Item on Design Technology Infrastructure design matrix. | See first occurrence of Navigator Item on Design Technology Infrastructure design matrix. | See first occurrence of Navigator Item on Design Technology Infrastructure design matrix. |
| Execution/ Operations Architecture Detailed Design | Template | The Execution/Operations Architecture Detailed Design is used to document the detailed design specifications for the execution architecture components. | Build and Test | Build and Test Execution/ Operations Architecture |
| Execution/ Operations Architecture Guide | Template | The Execution/Operations Architecture Guide is a spreadsheet that tracks the inventory of Execution Architecture components. | Build and Test | Build and Test Execution/ Operations Architecture |

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| API Documentation | Template | Typically API documentation comes from the vendor. If API's are developed internally proper coding standards should be followed. | Build and Test | Build and Test Execution/ Operations Architecture |
| Execution/Operations Architecture Test Plan (shaded for update) | Template | See first occurrence of Navigator Item in Design Technology Infrastructure design matrix. | See first occurrence of Navigator Item in Design Technology Infrastructure design matrix. | See first occurrence of Navigator Item in Design Technology Infrastructure design matrix. |
| Execution/Operations Architecture Test Conditions (shaded for update) | Template | See first occurrence of Navigator Item in Design Technology Infrastructure design matrix. | See first occurrence of Navigator Item in Design Technology Infrastructure design matrix. | See first occurrence of Navigator Item in Design Technology Infrastructure design matrix. |
| Execution/Operations Architecture Test Scripts (shaded for update) | Template | See first occurrence of Navigator Item in Design Technology Infrastructure design matrix. | See first occurrence of Navigator Item in Design Technology Infrastructure design matrix. | See first occurrence of Navigator Item in Design Technology Infrastructure design matrix. |
| Execution/Operations Architecture Test Results (shaded for update) | Template | See first occurrence of Navigator Item in Design Technology Infrastructure design matrix. | See first occurrence of Navigator Item in Design Technology Infrastructure design matrix. | See first occurrence of Navigator Item in Design Technology Infrastructure design matrix. |

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| Execution/Operations Architecture Test Data (shaded for update) | Template | See first occurrence of Navigator Item in Design Technology Infrastructure design matrix. | See first occurrence of Navigator Item in Design Technology Infrastructure design matrix. | See first occurrence of Navigator Item in Design Technology Infrastructure design matrix. |
| Development Architecture Detailed Design | Template | The Development Architecture Detail Design is used to document the detailed design specifications for the development architecture components. | Build and Test | Build and Test Development Architecture |
| Development Architecture Guide | Template | The Development Architecture Guide is a spreadsheet, which tracks the inventory of Development Architecture components. | Build and Test | Build and Test Development Architecture |
| Development Architecture Test Plan (shaded for update) | Template | See first occurrence of Navigator Item in Design Technology Infrastructure design matrix. | See first occurrence of Navigator Item in Design Technology Infrastructure design matrix. | See first occurrence of Navigator Item in Design Technology Infrastructure design matrix. |
| Development Architecture Test Conditions (shaded for update) | Template | See first occurrence of Navigator Item in Design Technology Infrastructure design matrix. | See first occurrence of Navigator Item in Design Technology Infrastructure design matrix. | See first occurrence of Navigator Item in Design Technology Infrastructure design matrix. |
| Development Architecture Test Scripts (shaded for update) | Template | See first occurrence of Navigator Item in Design Technology Infrastructure design matrix. | See first occurrence of Navigator Item in Design Technology Infrastructure design matrix. | See first occurrence of Navigator Item in Design Technology Infrastructure design matrix. |

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| Development Architecture Test Results (shaded for update) | Template | See first occurrence of Navigator Item in Design Technology Infrastructure design matrix. | See first occurrence of Navigator Item in Design Technology Infrastructure design matrix. | See first occurrence of Navigator Item in Design Technology Infrastructure design matrix. |
| Development Architecture Test Data (shaded for update) | Template | See first occurrence of Navigator Item in Design Technology Infrastructure design matrix. | See first occurrence of Navigator Item in Design Technology Infrastructure design matrix. | See first occurrence of Navigator Item in Design Technology Infrastructure design matrix. |
| Deployment Approach | Template | This document describes how the major activities of deployment will be performed. Such activities include: data conversion, policy and procedures deployment, workforce transition, risk management and activation of the business capabilities. | Build & Test | Deployment Planning |
| Operations Manual | Template | This documents the guiding principles of the operational environment. Typically this document would describe responsibilities, batch and online processing, system availability and security. | Build & Test | Deployment Planning |
| Disaster Recovery Plan | Template | This deliverable serves as a reference document in the event of a disaster. It is intended to reduce confusion and provide assistance in recovering the business functions as quickly as possible. | Build & Test | Deployment Planning |

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| Deployment Test Plan | Template | The Deployment Test Plan documents the specific steps in the deployment test process. It includes descriptions of the test processes or passes, the cycle definitions and entry and exit criteria. | Deployment | Activate and Verify Deployment |
| | | | Build & Test | Deployment Planning |
| Deployment Test Conditions | Template | The Deployment Test Conditions describe the conditions by which the component will be tested. The conditions map directly to the requirements. | Deployment | Activate and Verify Deployment |
| | | | Build & Test | Deployment Planning |
| Deployment Test Scripts | Template | The Deployment Test Scripts define the steps to be followed by the testing executor to test the conditions that have been identified. The scripts are instructions that are clear, unambiguous and repeatable in manner. | Deployment | Activate and Verify Deployment |
| | | | Build & Test | Deployment Planning |
| Deployment Test Results | Template | The Deployment Test Results describe the actual results of the test and any issues or lessons learned from the test effort. | Deployment | Activate and Verify Deployment |
| | | | Build & Test | Deployment Planning |
| Deployment Test Data | Template | The Deployment Test Data is the data used as input to test the conditions. The data is used in conjunction with the test scripts to validate that the conditions are being met accurately and as required. | Deployment | Activate and Verify Deployment |
| | | | Build & Test | Deployment Planning |

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| Online Detailed Design | Template | The Online Detail Design provides an overview of the components necessary for online development. It contains information that a programmer would need to successfully do his/her job. This will include standard naming conventions; the names of libraries or directories where files or test data may be found; a team contact list or a technical support contact list. Diagram flows, process flows and any general design changes will be included. A document describing expected results and space to provide actual results will be included, along with a time line indicating when the work is to be completed will be included. | Build & Test | Perform Application Detailed Design |
| Report Detailed Design | Template | The Report Detail Design provides an overview of the components necessary for creating reports. There exist notes for the programmer, including general design changes. There are process flows that describe how the reports are created, such as, where the information comes from that populates the reports, the format of the report and the program(s) used to create the reports. Information describing how often the reports are produced (daily, weekly, monthly, etc.) may be included also. | Build & Test | Perform Application Detailed Design |
| Interface Agreement (shaded for update) | Template | See first occurrence of navigator item on the Design Application stage. | See first occurrence of navigator item on the Design Application stage. | See first occurrence of navigator item on the Design Application stage. |

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| Component Test Results | Template | The Component Test Results describe the actual results of the test and any issues or lessons learned from the test effort. | Build & Test | Build & Test Application |
| | | | Build & Test | Perform Application Detailed Design |
| Component Test Data | Template | The Component Test Data is the data used as input to test the conditions. The data is used in conjunction with the test scripts to validate that the conditions are being met accurately and as required. | Build & Test | Build & Test Application |
| | | | Build & Test | Perform Application Detailed Design |
| Stored Procedures | Template | Documents the SQL that is utilized to access one or more databases from multiple locations | Build & Test | Build and Test Application |
| Shells | Template | Shells are the coding templates used for stored procedures or functions so that all code is in a standardized format. | Build & Test | Build and Test Application |
| Source Code | Template | Source Code is developed for the project based on the projects standards and coding shells. It is a piece of software that meets all design and requirements and is completely tested and documented. | Build & Test | Build and Test Application |
| Component Test Plan (shaded for update) | Template | See first occurrence of Navigator Item. | See first occurrence of Navigator Item. | See first occurrence of Navigator Item. |
| Component Test Conditions (shaded for update) | Template | See first occurrence of Navigator Item. | See first occurrence of Navigator Item. | See first occurrence of Navigator Item. |

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| Component Test Scripts (shaded for update) | Template | See first occurrence of Navigator Item. | See first occurrence of Navigator Item. | See first occurrence of Navigator Item. |
| Component Test Results (shaded for update) | Template | See first occurrence of Navigator Item. | See first occurrence of Navigator Item. | See first occurrence of Navigator Item. |
| Component Test Data (shaded for update) | Template | See first occurrence of Navigator Item. | See first occurrence of Navigator Item. | See first occurrence of Navigator Item. |
| Assembly Test Plan (shaded for update) | Template | See first occurrence of Navigator Item in Design Application design matrix. | See first occurrence of Navigator Item in Design Application design matrix. | See first occurrence of Navigator Item in Design Application design matrix. |
| Assembly Test Conditions (shaded for update) | Template | See first occurrence of Navigator Item in Design Application design matrix. | See first occurrence of Navigator Item in Design Application design matrix. | See first occurrence of Navigator Item in Design Application design matrix. |
| Assembly Test Scripts(shaded for update) | Template | See first occurrence of Navigator Item in Design Application design matrix. | See first occurrence of Navigator Item in Design Application design matrix. | See first occurrence of Navigator Item in Design Application design matrix. |

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| Assembly Test Results (shaded for update) | Template | See first occurrence of Navigator Item in Design Application design matrix. | See first occurrence of Navigator Item in Design Application design matrix. | See first occurrence of Navigator Item in Design Application design matrix. |
| Assembly Test Data (shaded for update) | Template | See first occurrence of Navigator Item in Design Application design matrix. | See first occurrence of Navigator Item in Design Application design matrix. | See first occurrence of Navigator Item in Design Application design matrix. |
| SIRs/CRs | Tool/ Template | See first occurrence of Navigator Item in Project Management design matrix. | See first occurrence of Navigator Item in Project Management design matrix. | See first occurrence of Navigator Item in Project Management design matrix. |
| Business Policies & Procedures | Template | This document consists of rules governing work within the organizations (policies) and the workflow for executing these rules (procedures). Business policies and procedures often drive creation of user procedures, or step-by-step instructions for users to integrate business rules and application steps, documented in job aids and/or online quick reference (OLQR) tools. | Build & Test | Develop Policies and Procedures |

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| Product Test Plan | Template | The Product Test Plan documents the specific steps in the testing process. It includes descriptions of the test processes or passes, the cycle definitions, the phase containment criteria, the use of the testing database and configuration management for version control. | Build & Test | Prepare & Execute Application Product Test |
| Product Test Conditions | Template | The Product Test Conditions describe the conditions by which the component will be tested. The conditions map directly to the application and interface requirements. | Build & Test | Prepare & Execute Application Product Test |
| Product Test Scripts | Template | The Product Test Scripts define the steps to be followed by the testing executor to test the conditions that have been identified. The scripts are instructions that are clear, unambiguous and repeatable in manner. | Build & Test | Prepare & Execute Application Product Test |
| Product Test Results | Template | The Product Test Results describe the actual results of the test and any issues or lessons learned from the test effort. | Build & Test | Prepare & Execute Application Product Test |
| Product Test Data | Template | The Product Test Data is the data used as input to test the conditions. The data is used in conjunction with the test scripts to validate that the conditions are being met accurately and as required. | Build & Test | Prepare & Execute Application Product Test |

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| SIRs/CRs | Template | See first occurrence of navigator item in Project Management stage design matrix. | See first occurrence of navigator item in Project Management stage design matrix. | See first occurrence of navigator item in Project Management stage design matrix. |
| User Acceptance Test Plan | Template | The User Acceptance Test Plan documents the specific steps in the testing process. It includes descriptions of the test processes or passes, the cycle definitions, the phase containment criteria, the use of the testing database and configuration management for version control. | Build & Test | Prepare & Execute User Acceptance Test |
| User Acceptance Test Conditions | Template | The User Acceptance Test Conditions describe the conditions by which the component will be tested. The conditions map directly to the user requirements. | Build & Test | Prepare & Execute User Acceptance Test |
| User Acceptance Test Scripts | Template | The User Acceptance Test Scripts define the steps to be followed by the testing executor to test the conditions that have been identified. The scripts are instructions that are clear, unambiguous and repeatable in manner. | Build & Test | Prepare & Execute User Acceptance Test |
| User Acceptance Test Results | Template | The User Acceptance Test Results describe the actual results of the test and any issues or lessons learned from the test effort. | Build & Test | Prepare & Execute User Acceptance Test |
| User Acceptance Test Data | Template | The User Acceptance Test Data is the data used as input to test the conditions. The data is used in conjunction with the test scripts to validate that the conditions are being met accurately and as required. | Build & Test | Prepare & Execute User Acceptance Test |

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| SIRs/CRs | Template | See first occurrence of navigator item in Project Management stage design matrix. | See first occurrence of navigator item in Project Management stage design matrix. | See first occurrence of navigator item in Project Management stage design matrix. |
| Deployment Test Plan (shaded for update) | Template | See first occurrence of navigator item on the Build & Test App design matrix. | See first occurrence of navigator item on the Build & Test App design matrix. | See first occurrence of navigator item on the Build & Test App design matrix. |
| Deployment Test Conditions (shaded for update) | Template | See first occurrence of navigator item on the Build & Test App design matrix. | See first occurrence of navigator item on the Build & Test App design matrix. | See first occurrence of navigator item on the Build & Test App design matrix. |
| Deployment Test Scripts (shaded for update) | Template | See first occurrence of navigator item on the Build & Test App design matrix. | See first occurrence of navigator item on the Build & Test App design matrix. | See first occurrence of navigator item on the Build & Test App design matrix. |
| Deployment Test Results (shaded for update) | Template | See first occurrence of navigator item on the Build & Test App design matrix. | See first occurrence of navigator item on the Build & Test App design matrix. | See first occurrence of navigator item on the Build & Test App design matrix. |
| Deployment Test Data (shaded for update) | Template | See first occurrence of navigator item on the Build & Test App design matrix. | See first occurrence of navigator item on the Build & Test App design matrix. | See first occurrence of navigator item on the Build & Test App design matrix. |

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| SIRs/CRs | Template | See first occurrence of navigator item in Project Management stage design matrix. | See first occurrence of navigator item in Project Management stage design matrix. | See first occurrence of navigator item in Project Management stage design matrix. |
| Sign-off Sheet | Template | The Sign-off document contains the signatures of the project manager and project sponsor (client), indicating whether or not the given deliverable has been accepted. | Commit | Sign-off |
| Subcontractor Selection Criteria | Template | The Subcontractor Selection Criteria documents the criteria used to evaluate subcontractors. This deliverable should be used to summarize and compare the subcontractors' ability to satisfy the selection criteria. The use of this document will ensure the subselection process is an orderly, well-defined process, that leads to a "best-fit" and best value" subcontractor solution to meet the project's needs. | Supplier Agreement Management | Plan Subcontractor Management |
| | | | Supplier Agreement Management | Organize Subcontractor Management Resources |
| Subcontractor Management Plan | Template | The Subcontractor Management Plan captures all activities relating to the project's management of subcontractors. The plan serves as a guideline to assist project management in defining, measuring, and monitoring commitment to quality by all subcontractors assigned to the project. This plan is not intended for subcontractors who will work directly on the project team. Subcontractors that function as part of the project team should be addressed in the project plan. | Supplier Agreement Management | Plan Subcontractor Management |
| | | | Supplier Agreement Management | Organize Subcontractor Management Resources |

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| Statement of Work | Reference Document | The project should use this space to store the agreed upon statement of work. | Supplier Agreement Management | Plan Subcontractor Management |
| Work Plan (shaded for update) | Template | See first occurrence of navigator item on Project Management stage design matrix. | See first occurrence of navigator item on Project Management stage design matrix. | See first occurrence of navigator item on Project Management stage design matrix. |
| Subcontractor Selection Criteria (shaded for update) | Template | See first occurrence of navigator item. | See first occurrence of navigator item. | See first occurrence of navigator item. |
| Subcontractor Management Plan (shaded for update) | Template | See first occurrence of navigator item. | See first occurrence of navigator item. | See first occurrence of navigator item. |
| Subcontractor Status Report | Template | The Subcontractor Status Report is to be completed by the subcontracting organization. It presents the status of a subcontractor's activities to project management at a high level. It summarizes status of the task order and provides more detailed information for incidents, scope impacts and deliverable schedules only when project management attention is needed. The Subcontractor Status Report template should be customized by the project based on the contract with the subcontractor to capture the desired information. The status report cannot require the subcontractor to provide status reporting beyond what is detailed in the task order. | Supplier Agreement Management | Control Subcontractor Management |

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| Closing Memo (shaded for update) | Template | See first occurrence of navigator item on Project Management stage design matrix. | See first occurrence of navigator item on Project Management stage design matrix. | See first occurrence of navigator item on Project Management stage design matrix. |
| Product Selection Approach | Template | The Product Selection Approach provides an approach that the project will follow to select the best fit product (i.e. software, hardware) for the project. The approach will cover the following key tasks: (1) identify and list viable products from the marketplace, (2) narrow the list to a handful of finalists based on screening criteria, and (3) select the best solution for the client through comprehensive questionnaires and business scenarios. | Supplier Agreement Management | Plan Product Acquisition |
| Product Selection Criteria | Template | The Product Selection Criteria deliverable is used throughout the Product Selection process. Initially, the Product Selection Criteria should be used to list the key requirements that any candidate product must meet to become a final candidate, such as the desired high-level functional, technical, vendor, and quality criteria for products. These criteria will be input to the RFI, RFP and vendors will be screened against these criteria and against each other. Once the long list of vendors and products have been screened and reduced to a short list, the criteria will be refined to define the selection criteria upon which the final product will be selected. | Supplier Agreement Management | Plan Product Acquisition |
| | | | Supplier Agreement Management | Organize Product Acquisition Tasks |
| Product Selection Criteria (shaded for update) | Template | See first occurrence of navigator item. | See first occurrence of navigator item. | See first occurrence of navigator item. |

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| Vendor Response to Business Scenarios | Template | The Vendor Response to Business Scenarios document identifies the overall internal and external operations and business scenarios of the project. This document should be used to describe the key scenarios in which the product will have to perform. The document will be used to perform assessment of the product "finalist" against the scenarios. | Project Management | Organize Product Acquisition Tasks |
| Product Acceptance Test Plan | Template | The Product Acceptance Test Plan documents the specific used by the project to test the product prior to final acceptance from the vendor. | Supplier Agreement Management | Control Product Acquisition |
| Product Acceptance Test Conditions | Template | The Product Acceptance Test Conditions describe the conditions by which the product will be tested. The conditions map directly to the product selection criteria. | Supplier Agreement Management | Control Product Acquisition |
| Product Acceptance Test Scripts | Template | The Product Acceptance Test Scripts define the steps to be followed by the testing executor to test the conditions that have been identified. The scripts are instructions that are clear, unambiguous and repeatable in manner. | Supplier Agreement Management | Control Product Acquisition |
| Product Acceptance Test Results | Template | The Product Acceptance Test Results describe the actual results of the test and any issues or lessons learned from the test effort. | Supplier Agreement Management | Control Product Acquisition |
| Product Acceptance Test Data | Template | The Product Acceptance Test Data is the data used as input to test the conditions. The data is used in conjunction with the test scripts to validate that the conditions are being met accurately and as required. | Supplier Agreement Management | Control Product Acquisition |
| Product Performance Test Plan | Template | The Product Performance Test Plan documents the specific steps used by the project to ensure the performance of the product meets the specified requirements. | Supplier Agreement Management | Control Product Acquisition |
| Product Performance Test Conditions | Template | The Product Performance Test Conditions describe the conditions by which the component will be tested. The conditions map directly to the product selection criteria. | Supplier Agreement Management | Control Product Acquisition |
| Product Performance Test Scripts | Template | The Product Performance Test Scripts define the steps to be followed by the testing executor to test the conditions that have been identified. The scripts are instructions that are clear, unambiguous and repeatable in manner. | Supplier Agreement Management | Control Product Acquisition |
| Product Performance Test Results | Template | The Product Performance Test Results describe the actual results of the test and any issues or lessons learned from the test effort. | Supplier Agreement Management | Control Product Acquisition |

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| Product Performance Test Data | Template | The Product Performance Test Data is the data used as input to test the conditions. The data is used in conjunction with the test scripts to validate that the conditions are being met accurately and as required. | Supplier Agreement Management | Control Product Acquisition |
| Closing Memo (shaded for update) | Template | See first occurrence of navigator item on Project Management stage design matrix. | See first occurrence of navigator item on Project Management stage design matrix. | See first occurrence of navigator item on Project Management stage design matrix. |
| SIRs/CRs | Tool | See first occurrence of Navigator Item in Project Management design matrix. | See first occurrence of Navigator Item in Project Management design matrix. | See first occurrence of Navigator Item in Project Management design matrix. |
| Tracking Tool Installation Guide | Reference Document | The Tracking Tool Installation Guide outlines the steps to take when installing any of the various tracking tools including the Issues, Risk, and SIRs/CRs tools. | Process | Organize SEPG Project Resources |
| SEPG Project Processes & Policies | Template | The SEPG Project Processes & Policies document is used to record standards and procedures that are specific to a project. Such documents would include the Issue Tracking Process, Risk Tracking Process, New Process Definition Process, all development and testing procedures, etc. See attached samples as a starting point for developing project-specific processes. | Process | Organize SEPG Project Resources |
| CMM Awareness Training | Training | The CMM Awareness Training is a presentation designed to help training attendees understand the CMM framework and its benefits, understand CMM Level 2 concepts and examples, and understand CMM Level 3 concepts and examples. This Training pertains to the Capability Maturity Model (CMM) for Software only, not to CMM-Integrated (CMMI) framework. This training does not cover aspects of CMMI that are not common with the CMM for Software. CMM in a Box is based on the CMMI framework. | Process | Organize SEPG Project Resources |

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| CMM to CMMI Transition Training | Training | The CMM to CMMI Transition Training is a presentation that focuses on the transition from the Capability Maturity Model (CMM) for Software to CMM – Integrated (CMMI). The training provides generic examples of the difference between the models and what new processes have been added to CMMI. CMM in a Box is based on the CMMI framework. It is designed to help the training attendees understand the transition from Capability Maturity Model (CMM) to Capability Maturity Model – Integrated (CMMI) and how the new CMMI requirements are being implemented within the organization. | Process | Organize SEPG Project Resources |
| CMMI for Sponsors Training | Training | The CMMI Awareness for Sponsors Training is a presentation designed to help sponsors understand the CMMI framework and its benefits, understand CMMI Level 2 concepts and examples, and understand CMMI Level 3 concepts and examples. | Process | Organize SEPG Project Resources |
| Tracking Tool Design Document | Reference Document | This purpose of the Tracking Tool Design document is to provide design information for projects who wish to customize the tracking tools. The primary audience would be the Access developers doing the modifications. This document provides design information for the forms, events, macros, queries and reports for the Issue Tracking Tool and System Investigation Request (SIR) & Change Request (CR) Tracking Tool. | Process | Organize SEPG Project Resources |
| Service Level Agreement Reference | Reference Document | This document is included on the page for reference purposes only. The projects are responsible for completing these documents. Do not download or save from this page, go to the Project Management Stage if you need a copy of this document. The purpose of this Service Level Agreement is to define the service level and communication requirements between a project and the Software Engineering Process Group (SEPG). This document is presented to the project manager who must agree to and sign before a substantive SEPG support commences. The SEPG will distribute a copy of the Service Level Agreement to the Engagement Partner, while it is the responsibility of the Project Manager to distribute/educate project team members on the contents. The Service Level Agreement provides an overview of estimated time commitments to support execution of SEPG efforts. | Process | Rollout & Support Projects |

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| Tailoring & Waiver Request Reference | Reference Document | <p>This document is included on the page for reference purposes only. The projects are responsible for completing these documents. Do not download or save from this page, go to the Project Management Stage if you need a copy of this document.</p> <p>The Tailoring & Waiver Request template provides guidance on how a project can tailor the methodology to better suit their needs. It includes guidelines on policy, process, deliverable, and tool tailoring. After reviewing the guidelines, if your project determines that a waiver request form is required, please complete the waiver request form using the "Compose Deliverable" option above.</p> | Process | Rollout & Support Projects |
| Metrics Workbook Reference | Reference Document | <p>This document is included on the page for reference purposes only. The projects are responsible for completing these documents. Do not download or save from this page, go to the Project Management Stage if you need a copy of this document.</p> <p>The Project Metrics Workbook template is used as a central repository for the metrics required by the Project Team. The project must complete the Metrics Workbook on a monthly basis and submit it to the SEPG team lead. The Metrics Plan outlines the overall metrics program and provides detailed explanations for each metric included in the Metrics Workbook.</p> | Process | Rollout & Support Projects |
| Metrics Plan Reference | Reference Document | <p>This document is included on the page for reference purposes only. The projects are responsible for completing these documents. Do not download or save from this page, go to the Project Management Stage if you need a copy of this document.</p> <p>The Metrics Plan describes the overall approach for identifying, collecting, and analyzing delivery metrics. Projects must use this document to plan for their metrics.</p> | Process | Rollout & Support Projects |
| Closing Memo Reference | Reference Document | <p>This document is included on the page for reference purposes only. The projects are responsible for completing these documents. Do not download or save from this page, go to the Project Management Stage if you need a copy of this document.</p> <p>This memo is used to communicate and summarize the project. This memo should include project results, pertinent project metrics including schedule and budget plan versus actual, project successes, and project shortcomings.</p> | Process | Rollout & Support Projects |

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| SQA Debrief Reference | Reference Document | This document is included on the page for reference purposes only. The projects are responsible for completing these documents. Do not download or save from this page, go to the Project Management Stage if you need a copy of this document. The Software Quality Assurance (SQA) Debrief is conducted at the end of the project. During this meeting, the Software Engineering Process Group (SEPG) project manager gathers metrics on the effectiveness of the SQA process for the project and discusses "lessons learned" with project management executives. The results of the SQA Debrief are used to continuously improve the SQA process, methodology and tools. | Process | Rollout & Support Projects |
| Participant Information | Sample | The purpose of the Participant Information Sheet is to set expectations of the assessment participants as they prepare for the assessment process. | Process | Conduct Assessment |
| Sample Organization Structures | Sample | This sample document outlines the different Organizational Structure Types and provides samples of each. These include Functional, Process, Product, Matrix, and Customer/Industry-focused. | Personnel | Verify and Validate Organization Structure |
| | | | Personnel | Design Organization Infrastructure |
| Balanced Scorecard | Template | The Balanced Scorecard should be used to integrate financial and operational measures within the organization as a means to focus management on strategy and vision. The Balanced Scorecard documents a set of measures that give top managers a fast but comprehensive view of the business. The Balanced Scorecard has five key elements: Perspectives, Objectives, Metrics, Targets, and Actuals. | Personnel | Design Performance Management Infrastructure |

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| Project Management Review Tool | Reference Document | The purpose of the Project Management Review Tool is to provide information on how to demonstrate each best practice by KPA (Key Process Area). It includes references to templates, job aids and samples deliverables. | Project Management | Plan Project Execution |
| Orientation Binder | Template | See first occurrence of Navigator Item in the Organizational Management Plan & Organize SEPG design Matrix | See first occurrence of Navigator Item in the organizational Management Plan & Organize SEPG design Matrix | See first occurrence of Navigator Item in the Organizational Management Plan & Organize SEPG design Matrix |
| SQA Debrief | Template | The Software Quality Assurance (SQA) Debrief is conducted at the end of the project. During this meeting, the Software Engineering Process Group (SEPG) project manager gathers metrics on the effectiveness of the SQA process for the project and discusses "lessons learned" with project management executives. The results of the SQA Debrief are used to continuously improve the SQA process, methodology and tools. | Project Management | Complete Project |
| Peer Review | Template | Moved to Peer Review design matrix. | Moved to Peer Review design matrix. | Moved to Peer Review design matrix. |
| Plan Delivery | Task Package | Moved to Commit design matrix. | Moved to Commit design matrix. | Moved to Commit design matrix. |
| Commit | Template | Moved to Commit design matrix. | Moved to Commit design matrix. | Moved to Commit design matrix. |

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| Database Configuration | None | The Database Configuration defines the details of the actual database installation configuration including sizes and locations for databases. This information can be obtained from the database design tool. | Design | Design Database |
| Conversion Process | Template | The Conversion Process document outlines the approach to executing both the data conversion and the system rollout. A summary of the functionality to be delivered, the strategies and timelines for delivering that functionality, and the impacts to the organization will outline the rollout segment. Data conversion will be covered by identifying what data needs to be converted, along with outlining the procedures that will be followed in converting that data and the controls that will be in place to ensure the quality and continuity of the data conversion. Finally, any risks and/or assumptions that may impact the conversion approach will be identified along with mitigation strategies and contingency plans for each. | Design | Design Database |

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